

Chief, Management Staff

Chief, O&M Staff (DD/I Area)

Work Report Week Ending 7 November 1956

Accomplishments

1. Project 6-43, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P. Completed. Personnel forms, files and career boards in the Department of State were described and the distribution of the forms was compared with the Agency distribution of the same forms. The location of CIA personnel files prior to the establishment of a central personnel office was described and related to the question of the feasibility of decentralizing the official personnel file to the third echelon (e.g. Area Division, OSI, FI Staff, Commo, etc.)

2. MS-1070, Establishment of Position in Bureau and Elimination of Position in Bureau, Completed.

Assignments Active This Week

3. Project 6-45, O&M Space Study - At request of DD/I an analysis of overcrowding in O&M and appropriate recommendations for improvement. (DD/S-DD/I, 15 November)
4. MS-1046, Request for ELINT T/O Increase for OSI and SO. (15 Nov.)
5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. (ELINT Staff Officer, 1 December)
6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. (DD/S, 1 Jan.)
7. Project 6-61, Management Audit of CIA Watch Office. (AD/CI, 10 December)
8. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. (15 December)
9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). (15 November)
10. MS-1060, Transfer of Ceiling from OSI to DD/P for Secretary, Senior DD/I Representative, (8 November)

25X1A6a

Assignments Inactive This Week

- 25X1A9a
25X1A7b
11. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] (1 December)
12. Project 6-54, Examination of Proposed ORR Reorganization. [REDACTED] (AD/ER, 31 December) 25X1A9a
- 25X1A9a 13. Examination of Organization and Functions of Photo Intelligence Division, ORR. [REDACTED] (1 January)
14. Assistance to DE/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DE/I (Admin)) [REDACTED] (1 Jan.) 25X1A9a
15. Project 6-63, Examination of Proposed ORR Reorganization. [REDACTED] (15 November) 25X1A9a
16. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DE/I. [REDACTED] (31 December) 25X1A9a
17. Manpower Utilization, Combination of ER/OCR-RI. [REDACTED] (DE/A, 1 November) 25X1A9a

Training

18. Effective Writing - 2 hours [REDACTED] 25X1A9a
- G&M Conference Meeting on "Reporting to Top Management" - 1 hour [REDACTED]
1 hour [REDACTED]
1 hour [REDACTED]
- 25X1A9a Conference Leadership - 6 hours [REDACTED] 25X1A9a
- [REDACTED] 25X1A9a

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